

Formatting Graphs

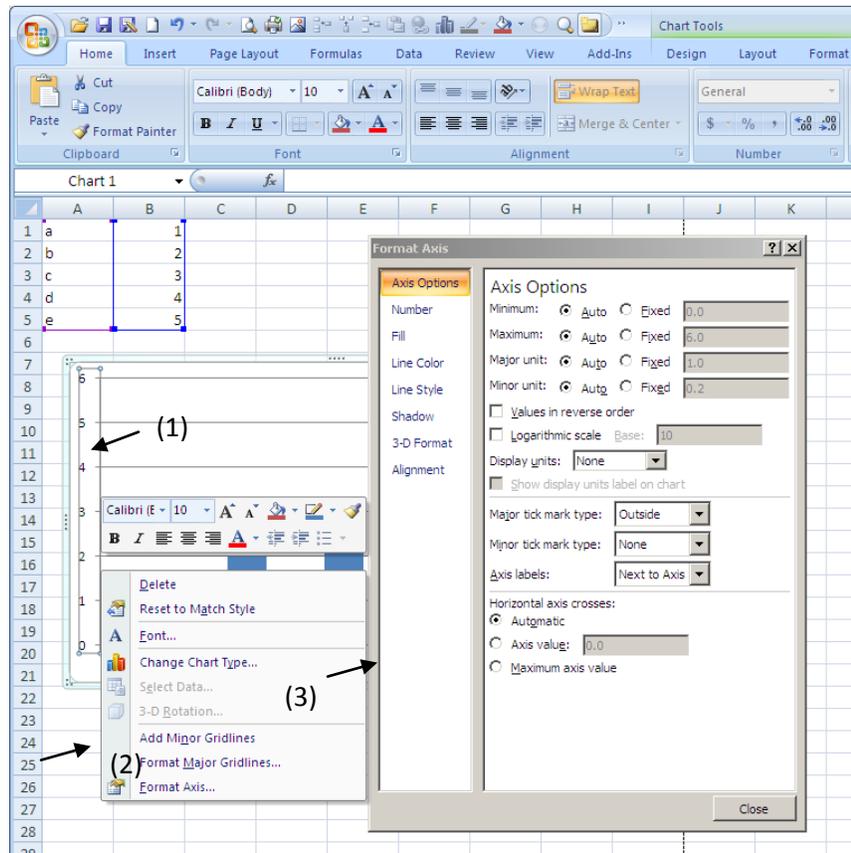
The easiest way to format basic parts of a graph is as follows:

1. **PC Users** – **Right click** on the part of graph you want to work on (vertical or horizontal axis, data points, gridlines, background)
Mac Users – **Ctrl click** on the part of the graph you want to work on
2. Select the Format option from the bottom of the pop-up list that appears.
3. Choose the appropriate formatting action(s)

This example from Excel 2007 shows (1) the selected Y axis of a simple bar chart,

(2) the pop-up menu that appears upon right-clicking the axis,

and (3) the Format Axis menu that appears when Format Axis is selected from the pop-up menu, with a number of formatting options, including ways to change the data range, change the appearance (font type and size, color), modify tick marks...

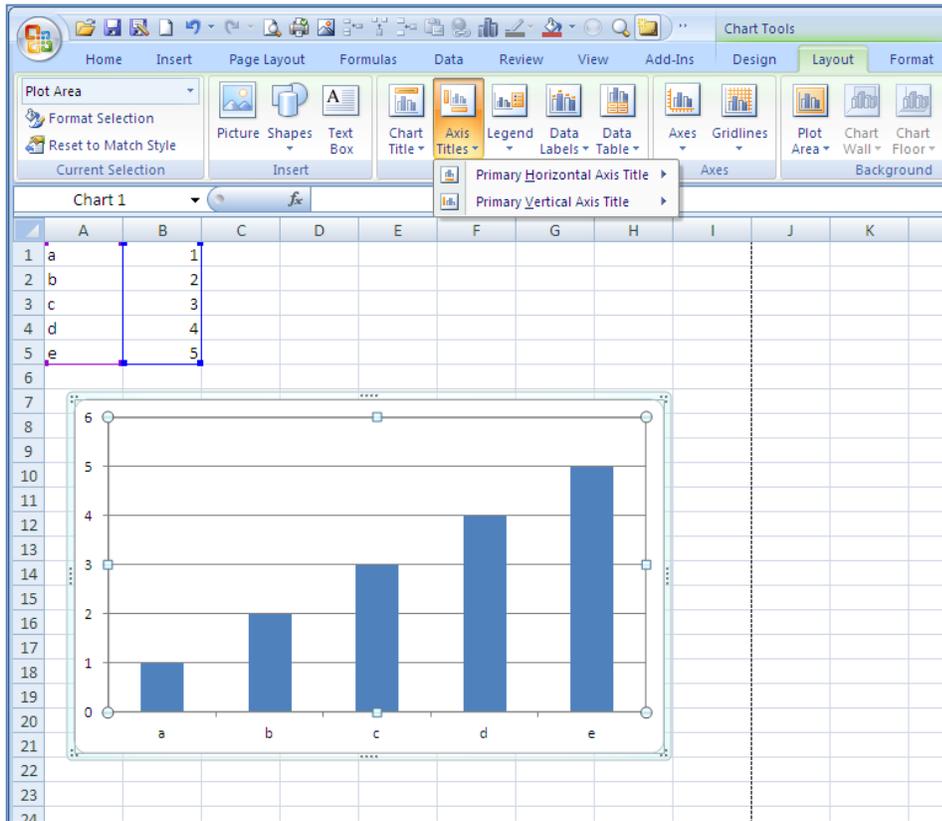


To format graph or axis titles, the data legend, data labels, or appearance of the data:

4. Select the whole graph (Right-click on PC or Ctrl-click on Mac)
5. Use the menu options on the toolbar or at the top of the screen to format.

If you are working with **Excel 2007**, these formatting options will appear as icons in **Chart Tools** at the top of the screen. The **Layout** tab has the most commonly used formatting tools. In **Excel 2010**, formatting commands are under **Format** and **Chart** on the Toolbar. The options are also under the **Format** or **Chart** tabs on the toolbar in **Excel 2003** and earlier). These formatting commands are handy for adding titles to axes, adding or removing a legend, changing how the data look, and making other changes.

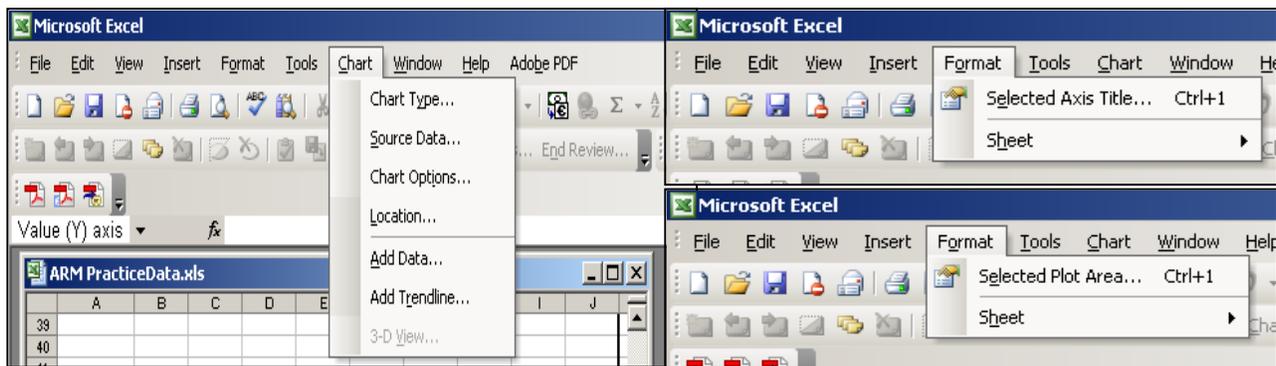
The example below has selected **Axis Titles** and shows the available options.



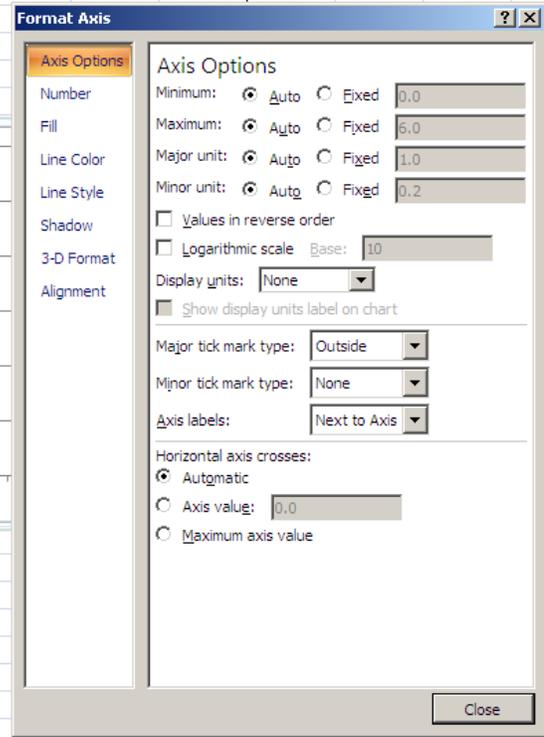
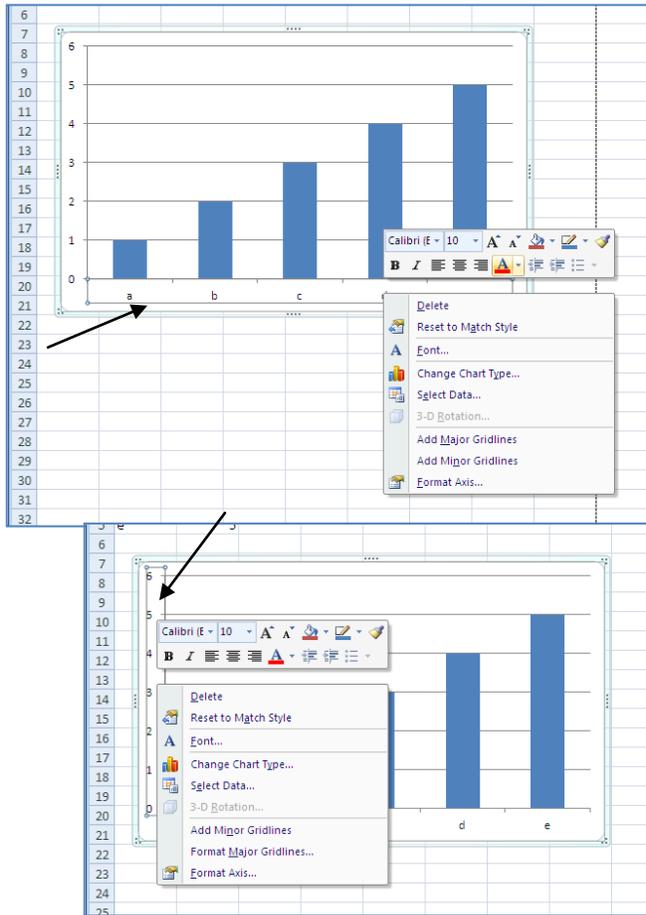
This illustration shows Formatting Command Choices in Pre-2007 Versions of Excel.

Left: Chart menu options change the type of graph; the data being graphed; the appearance of axes, gridlines, data labels, and a separate data legend; and axis and graph titles.

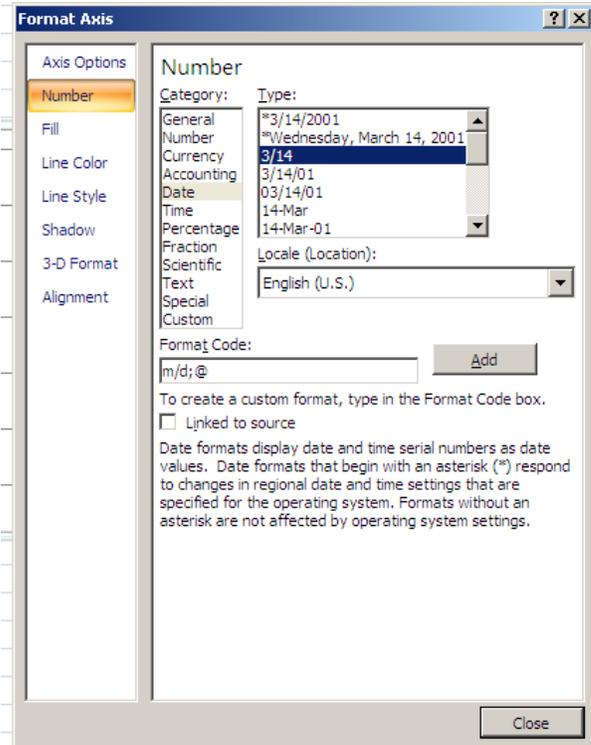
Right: Format menu options for selected parts of graphs change the color and patterns of the graph background and border, fonts, and the shape of the graph.



X axis or Y axis



Adjust scale of numerical axes by setting the starting and ending values. You can also adjust tick marks.



Essentially, all versions of Excel have more or less the same formatting options. You will just need to become familiar with where they are located on your computer and the options that you find easiest to work with in the version you have.